

Refund Request Form

For information on the payment of fees and refunds, refer to Momentum College Pty Ltd's Refund Policy and procedure in the Student Handbook. Refunds can take up to 28 days to be processed.

Student Name			
Address			
Suburb		Postcode	
Course Code & Title			

REASONS FOR REFUND (Please tick one of the boxes below)

Read this section carefully and tick the appropriate reason(s). Please ensure that all required documentation is attached to this form when it is lodged at Momentum College Pty Ltd, as per the Refund Policy in the Student Handbook. Failure to submit all required documents will delay authorisation and processing of the refund.

- ☐ Withdrawal from course
- ☐ Leave of absence
- ☐ Student didn't meet the condition of enrolment
- ☐ Student has overpaid
- ☐ Other, please specify _____

Amount to be refunded	\$		
Original Receipt #		Date of Receipt	
Approved by RTO Signature			
In order to process your refund, please provide details below on how the refund can be provided.			
Type of payment	☐ Card – please call 0416 068 136 to provide card details ☐ Direct Deposit – please provide bank details below Account Name: _____ Account Number: _____ BSB: _____		
Date Issued			

Refund Request Form

Office Use Only:			
Refund entered into Accounts System	☐ YES ☐ NO	Date:	
All required documentation/evidence provided	☐ YES ☐ NO	Date:	
Refund Outcome:	☐ Successful ☐ Unsuccessful		
Receipt provided to student	☐ YES ☐ NO	Date:	
Name of processing staff:			

Document Control History

Version	Date	Description	Reviewer
2.0	2025	Released under 2025 Standards – branded and contextualised	Student Services/ COO
2026.2.2	26 September 2026	Annual review (SRTO 2025) – minor: missing phone number inserted for card refunds; footer standardised (version showed 2.0); logo and version table added	COO (reviewed) / CEO (approved)